The content below is a sample of what you might send to staff at a school that will soon be using the Conference Manager.

**Subject:**  Heads up about your staff account on the [SCHOOL NAME] Conference Manager

**Body:**

This year the [SCHOOL NAME] is working with SchoolSoft Technologies to support the booking and management of our parent-teacher conferences. The Conference Manager has been used to book over 75 million parent conferences, so it has been successfully used hundreds of other school settings.  As a teacher you will be able to use the Conference Manager to view and manage your conference schedules.

Each staff member involved in conducting Parent-Teacher Conferences will soon receive an email from appointments@schoolsoft.com with the subject “SchoolSoft Conference Manager - New staff account”. This email contains the URL and login credentials to your school’s Conference Manager. Please retain the information in this email pertaining to your credentials for future reference.

**Once you receive the email, we ask that you do three things:**

1. Login to the Conference Manager by clicking the link in the email you received and enter the username and password provided.
2. Complete the missing fields in your staff profile.
	1. Click the MY PROFILE tab and add a brief description of your Staff/Teaching Assignment that parents are likely to associate with your role.
	2. Enter the conference location where you will conduct in-person conferences so parents know where to go.
	3. If applicable, you can also enter a [Online Meeting Link] you create if you will be conducting conferences online.
3. We recommend you change the random password that was issued.

If you are a teacher and would like to view a 2-minute segment of an online video that shows the teacher use of the Conference Manager, [click here](https://youtu.be/fIvUIrwqeqQ?si=XWxcbnWbNujJoPbP&t=561). You can access the [Instructions for Teachers](https://www.schoolsoft.com/wp-content/uploads/Conference-Manager-Overview-for-Teachers.pdf), which provides a PDF providing direction on how to access and use the Conference Manager.